

STAFF REPORT

DATE: June 28, 2017

TO: Board of Adjustment

FROM: Zoning Administration
Planning & Development
Services Department

ACTIVITY NO. T17SA00221

C10-17-14 FOUNTAIN OF LIFE LUTHERAN CHURCH/ADDISIGNS, 710 SOUTH KOLB ROAD, R-1

The applicant's property is developed as a religious use on Kolb Road north of 22nd Street. The property is zoned R-1, a residential zone. The Single Family Residential District is the applicable sign code district for the site, which allows 20 square feet of sign area per street front. Prior variance case S-02-19 was granted to allow an increase to 76 square feet of sign area. The applicant seeks approval to redesign all signage for the site and increase total sign area to 215 square feet. The proposal entails removing existing building and freestanding signage, and installing two new wall signs and six new freestanding signs. The proposed primary monument sign would be 50 square feet in sign area and have an electronic message display. The applicant is requesting a variance to allow more than 20 square feet of sign area for the development, as shown on submitted plans.

THE APPLICANT'S REQUEST TO THE BOARD

The applicant is requesting the following variance:

- 1) Increase the maximum sign area from 20 square feet per street front, and from 76 square feet sign area from prior variance, to 215 square feet total.

APPLICABLE TUCSON SIGN CODE SECTIONS

Chapter 3 Sign Code sections applicable to this project include, but are not limited to, Article XI. Sec. 3-121 Appeals & Variances, Powers, duties and responsibilities; Article VI. Signs By District, Division 1. Residential Districts, Section 3-73. Single Family Residential District, which provides criteria on total allowed sign area per street frontage.

GENERAL DEVELOPMENT INFORMATION

Zoning and Land Use

SITE: ZONED R-1; (Religious Use)

North: Zoned R-1; (residential subdivision)

South: Zoned R-3; (residential subdivision)

East: Zoned R-1; (residential subdivision and a church, across Kolb Road)

West: Zoned R-1; (residential neighborhood)

RELATED PLAN REVIEWS

Engineering

The Engineering Section of Planning and Development Services Department has no objection/adverse comments.

Fire Department

No objection/adverse comments.

Transportation Department

No objection/adverse comments.

RELATED CASES

Prior variance case S-02-19, under the Sign Code Advisory and Appeals Board (SCAAB), was granted for an allowed total sign area of 76 square feet (building and monument signage combined).

BOARD OF ADJUSTMENT FINDINGS

Article XI, Chapter 3 Sign Code, Sec. 3-122. Findings required in granting variances.

The board of adjustment may grant a variance only if it finds:

A. That, because there are special circumstances applicable to the property, strict enforcement of this sign code would deprive the property of privileges enjoyed by other property in the same district;

B. That the variance will not result in a special privilege to one individual property and the circumstances are such that the variance would be appropriate for any property owner facing similar circumstances;

C. That the requested variance will not materially and adversely affect the health and safety of persons residing or working in the neighborhood and will not be materially detrimental to the public welfare or injurious to property and improvements in the neighborhood;

D. That the need for a variance is not the result of special circumstances or conditions that were self-imposed or created by the owner or one in possession of the property;

E. That the variance, if granted, is the minimum variance that will afford relief and is the least modification possible of the sign code provisions in question; and

F. That because of physical circumstances or conditions, such as irregular shape, narrowness or shallowness of the lot, or exceptional topographic condition of the specific property, the property cannot reasonably be signed in conformity with the provisions of this sign code.

SIGN CODE ADMINISTRATION CONSIDERATIONS

The Fountain of Life Lutheran church and private primary school was built in phases, from the late 1970's to 2002. The site consists of approximately 52,000 square feet of building area, with eight buildings on nearly nine acres.

At a setback of just over 100 feet from the roadway, the church entry building is the closest building to Kolb Road. At the west, the site is bordered by Langley Avenue, leading into a residential neighborhood. Residential areas also border the property to the north and south. Across Kolb Road to the east are both a church site and a residential neighborhood. The lot frontage along Kolb Road extends just over 560 feet. Kolb Road is an arterial roadway.

Discussion

The church has an artistic installation of two integrated crosses at the south side of the site, installed prior to the 2002 sign area variance. This art form is not included in signage evaluation. The property currently has two freestanding signs. Centered along Kolb Road property frontage, the primary monument sign is approximately 28 square feet in area, including a manual reader board. The one wall sign, at 36 square feet, serves a pedestrian courtyard. All existing signs are slated for removal.

The focus of the request is an increase in total sign area off Kolb Road frontage to 215 square feet. The proposal is to install a total of two wall signs and six freestanding signs. A reserve of 4 square feet for margin of design need is included.

Submitted plans show three monument signs at 25' setback from Kolb Road; a primary monument sign in the same location as the existing sign, and two smaller monument signs at driveway entries. The new primary monument is requested at 50 square feet in area with an electronic message center. (Four design options are shown.) The two other monument signs are over 11 square feet sign area with static lighting.

The submittal also shows three additional freestanding signs varying from 6-15 square feet, all at 90' setback or greater from Kolb Road, near parking and building entry areas. These three freestanding signs would also contain static lighting/message panels.

The two wall signs proposed are a cabinet shape at 6 square feet, and a primary wall sign facing Kolb Road at 105 square feet (boxed area) of individual lettering.

Staff has no objection to the proposal to increase total visible sign area to 215 square feet off of Kolb Road. (Please note, pedestrian courtyard signs do not count towards total sign area, and the property may seek permits for such signs in the future. The total sign area request is for visible sign area off of Kolb Road.) Given physical circumstances of the site with the number of buildings and size of the lot, and with both religious and private primary school uses on site, the sign area increase request is compatible with the property design and activities. The request to redesign all signage, including the primary freestanding sign as shown on the submitted plans, is within reason given setbacks of the buildings from the street, and distance of the proposed primary sign from adjacent residential property lines. The primary sign, if installed in the same position as the existing sign it would replace, would be more than 200 feet from the south property line and more than 300 feet from the north property line. In addition, both property line boundaries are screened with masonry walls. Please note, electronic message center signage must abide by Outdoor Lighting Code regulations for dimming from sunset to sunrise.

NEIGHBORHOOD CONTACT (BY APPLICANT)

See the neighborhood notification dated April 12, 2017 and meeting summary dated May 4, 2017.

PLANNING & DEVELOPMENT SERVICES RECOMMENDATION

Should the Board grant the variance request as presented in the application and as shown on the submitted plans, PDSD Staff requests the following conditions of approval:

- 1) The new primary freestanding sign shall not exceed 50 square feet in total sign area.
- 2) The new primary freestanding sign shall contain the only electronic message center sign on the premises (visible from any roadway or adjacent property).
- 3) All freestanding signage structure bases should utilize a common construction material, which in turn architecturally matches the building and or perimeter screen walls (i.e. brick, stucco, concrete, etc.)
- 4) Signage is prohibited along Langley Avenue frontage, except incidental, non-illuminated signage relaying non-advertisement information about the premises, such as access restrictions.

It is the opinion of staff that the variance, if granted, will not result in a special privilege to one individual property and the circumstances are such that the variance would be appropriate for any property owner facing similar circumstances.

Heather Thrall, Lead Planner
for
Russlyn Wells, Acting Zoning Administrator
RW:ht:s/zoning administration/ba/1714

BOARD OF ADJUSTMENT APPLICATION

PROPERTY INFORMATION

PROJECT NAME: Fountain of Life Lutheran Church
(For example: Al's Bar & Grill, Brown Residence Carport Addition, or Palo Verde Shopping Center, etc.)

PROJECT ADDRESS: 710 S. Kolb Rd.
(Note: If the site is vacant ask Pima Co. Addressing, 201 N. Stone, for an Administrative Address)

ZONING OF PROPERTY e.g. R-1, C-2, O-3, I-1 Authorized, etc: R-1

PROJECT TYPE (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> New building on vacant land | <input type="checkbox"/> New building on developed land |
| <input type="checkbox"/> New addition to existing building | <input type="checkbox"/> Change of Use to existing building |
| <input type="checkbox"/> Existing building needs permits | <input checked="" type="checkbox"/> Other <u>sign variance</u> |

RELATED APPLICATIONS (check all that apply and provide case numbers):

- | | |
|---|--|
| <input type="checkbox"/> Board of Adjustment C10- _____ | <input type="checkbox"/> HPZ _____ |
| <input type="checkbox"/> DDO _____ | <input type="checkbox"/> Rezoning C9- _____ |
| <input type="checkbox"/> SE _____ | <input checked="" type="checkbox"/> Other <u>SCAAP 5-02-19</u> |

LIST ALL RELATED PERMIT ACTIVITY NUMBER/S _____

T170700171 sign permit application

APPLICANT INFORMATION:

AGENT (The person authorized to process the application on behalf of the property owner):

NAME: Addisigns

ADDRESS/ZIP: 3808 E. 38th St. 85713

BUSINESS EMAIL: aj@addisigns.com

BUS. PHONE: (520) 748 - 1540 FAX: () _____ - _____

☒ [PROPERTY OWNER/S (If ownership is in escrow, please note)]:

☒ NAME: FOUNTAIN OF LIFE LUTHERAN CHURCH

☒ MAILING ADDRESS: 710 S. Kolb Road

TUCSON ARIZONA ZIP: 85710

☒ [SIGNATURE OF PROPERTY OWNER OR ATTACH LETTER OF AUTHORIZATION FOR AGENT]:

[Signature] Treasurer. Fountain of Life Lutheran Church
710 S. Kolb Road
Tucson, AZ 85710

(NOTE: REQUIRED BY BOARD RULES)

ACTIVITY NUMBER: T17SA00221 B/A CASE NUMBER: C10-17-14

BOARD OF ADJUSTMENT - REQUIRED FINDINGS

Arizona State Statutes and UDC Section 3.10.3.K. state that the Board may grant a variance only if the variance request complies with each and every one of these "Findings" in full. It is up to the applicant to explain to the Board how the request complies with each Finding. **Important Note:** Do not leave any "Finding" unanswered or marked "Not Applicable" or "N/A".

1. That, because there are special circumstances applicable to the property, strict enforcement of the UDC will deprive such property of privileges enjoyed by other property of the same classification in the same zoning district;

See Attached

2. That such special circumstances were not self-imposed or created by the owner or one in possession of the property;

//

3. That the variance granted is subject to such conditions as will assure that the adjustment authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located;

//

4. That, because of special circumstances applicable to the property, including its size, shape, topography, location, and surroundings, the property cannot reasonably be developed in conformity with the provisions of the UDC;

//

5. That the granting of the variance shall not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located;

//

6. That the proposed variance will not impair an adequate supply of light and air to adjacent property, substantially increase congestion, or substantially diminish or impair property values within the neighborhood; and,

//

7. That the variance, if granted, is the minimum variance that will afford relief and is the least modification possible of the UDC provisions that are in question.

//

B/A CASE NUMBER: C10- ____ - ____

Fountain of Life Lutheran Church
710 S. Kolb Rd.

Required Findings:

1. There are special circumstances applicable to the property. Including the 540 feet off Kolb Road and the two driveways to get into the property. These driveways need to have identification help motorists find where the entrances are. Allowing signs at each of the entrances will help with the safety of the people entering the property.
2. The special circumstances are not self-imposed or created by the owner of the property.
3. Other properties in the immediate area have also gone for variances in order to help with traffic flow. Our Mother of Sorrows is an example of a similar type property in the media area.
4. Because of the unique shape of the property including the long depth of the property it would be appropriate to grant a variance in this case.
5. The granting of the variance will be helpful to the public. The property is working with several nonprofit agencies including the state with services that require identification for people driving onto the property. This also includes the school and the church services that are located on the property. This is being used for multiple agencies.
6. Since the property is located on an arterial or collector Street the variance will not impair or increased congestion or diminish any other property values in the neighborhood.
7. The variance is the minimum needed in order to provide relief to this property.

*Southside and north side entrances have vegetation that make it difficult to actually see the entrance in advance of the turn. Putting the signs at these entrances in conjunction with the main middle identification sign will help with the safety of the traffic in and out at the property.

APPLICANT'S REQUEST TO THE BOARD OF ADJUSTMENT

Provide applicable UDC Section reference, what is required and what is proposed/provided for each variance requested.

See Attached

B/A CASE NUMBER: C10- ____ - ____

Fountain of Life Lutheran Church
710 S. Kolb Rd.

Variance Request:

1) TO INCREASE THE TOTAL MAXIMUM SIGN AREA IN SINGLE FAMILY
RESIDENTIAL DISTRICT FROM 20 SQUARE FEET TO 215 SQUARE FEET.

PROJECT DESCRIPTION

Provide a description of the project including, but not limited to its lot area, square footage of proposed or existing structures, proposed use/s, is a multiphase project, etc. If this project is the subject of a rezoning or special exception request, HPZ review, or a zoning violation, please provide current status of that case.

See Attached

B/A CASE NUMBER: C10- ____ - ____

Fountain of Life Lutheran Church
710 S. Kolb Rd.

Project Description:

**TO INCREASE THE TOTAL MAXIMUM SIGN AREA IN SINGLE FAMILY
RESIDENTIAL DISTRICT FROM 20 SQUARE FEET TO 215 SQUARE
FEET.**

Please see attached drawings for more information.



P&DS TRANSMITTAL

FROM: Heather Thrall, Lead Planner

PROJECT: Sign Permit: T17OT00171
Site: Fountain of Life Lutheran Church, 710 S Kolb Road
Zone: R-1/ Sign Code District: Single Family Residential District 3-73
Maximum permitted sign area: 20 square feet per street front
Note: prior variance S-02-19 allows total of 76 square feet sign area

TRANSMITTAL: 3RD SET OF PLANS, REFERRAL REVISED/REISSUED 03/28/2017

The Fountain of Life Lutheran Church consists of eight buildings on an 8.52 acre lot, bordered by Langley Avenue at the west, and Kolb Road to the east. The site has 76 square feet (sq.ft.) of sign area per variance S-02-19: with two freestanding signs and one wall sign. The review yielded an apparent artistic installation of two integrated crosses at the south side of the site, installed prior to the 2002 variance. This art form, is again, not included in signage evaluation for this case.

The new sign package submittal proposes removal of 76 sq.ft. of sign area and requests to install eight newly designed signs with a total sign area allowance increase to 210.5 sq.ft. Signage shown on the plans include: six new freestanding illuminated signs: two at 6 sq.ft. near parking areas, one at 15 sq.ft. near the east building entry, two at 11.25 sq.ft. along Kolb Road near driveways, and one main freestanding sign at up to 50 sq.ft. with an electronic message center, also along Kolb Road. The plans show two wall signs; one at 6 sq. ft. near east building entry and one at 105 sq.ft. on the east building elevation facing Kolb Road.

The sign area variance requested at 210.5 sq.ft. has been increased by staff to 215 sq.ft. sign area. This increase is to account for any minor adjustments in total sign area measurements, should the Board grant the full request. Plan review comments are posted separately. This communication serves solely as referral to the Board of Adjustment process.

COMMENTS: The following are relative to an application for a variance process via Article XI of Chapter 3, Sign Code: Article VI. Signs By District, Division 1. Residential Districts, Section 3-73. Single Family Residential District: B. Maximum total sign area: 1. Nonresidential uses: 20 sq.ft. total sign area per street frontage...(when) more than one street frontage...(sign area) is not transferable...from one street frontage to another.

The following variance is required for the proposed eight signs with a total of approximately 215 sq.ft. of sign area:

1. Increase total site sign area from 20 sq.ft. per 3-73.B., and/or increase the 76 sq.ft. per variance case S-02-19, to a minimum of 215 sq.ft. of total sign area.



4-12-2017

We are inviting you to stop in to the Fountain of Life Lutheran Church to talk about the sign variance request to increase sign area for the Church. The meeting will be on Thursday May 4th at 4:00pm. 710 S. Kolb Rd. (Main Entrance). The meeting will take place from 4pm-5pm.

The variance request is to exceed the maximum sign area allowed. City sign code only allows a total of 20 square feet of signage.

The following variance is required:

Increase total site sign area from 20 square feet per 3-73.B, and/or increase the 76 square feet per variance case S-02-19, to a minimum of 215 square feet of total sign area.

The variance application to the Board of Adjustment will be submitted to the City Staff for processing and the City of Tucson will send an official notice with the date, time and place of the Board of Adjustment public hearing.

If you have any questions and are not able to attend the meeting feel free to give us a call.

Thank you,

**Mike Addis
Addisigns, Inc.
3808 E. 38th St.
Tucson, AZ 85713**

Time Stamp _____

**BOARD OF ADJUSTMENT
LABELS
City of Tucson**

I Ashley Jason Lee (Full name),

Addisigns (business name),

3808 E. 38th St. (business address),

do hereby swear or affirm that on 4-14-2017 (date), I personally

mailed the Board of Adjustment labels for the Fountain of Life (variance name)

on subject property located at 710 S. Kolb Rd. (address/location).

Ashley Lee (signature)

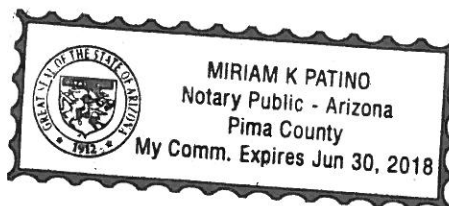
4-14-17 (date)

Notary:

STATE OF ARIZONA
COUNTY OF PIMA } ss

This instrument was acknowledged before me this 14 day of
April, 20 17, by Ashley Jason Lee
In witness whereof I herewith set my hand and official seal.
Miriam K Patino NOTARY PUBLIC

Attachments:
labels that were sent out



SIGN IN SHEET -
FOUNTAIN of LIFE

THURSDAY, May 4th, 2017
SIGN VARIANCE - NEIGHBORHOOD MEETING

SIGN VARIANCE - NEIGHBORHOOD MEETING

[illegible]



5-4-2017

Meeting Summary

We talked about the three proposed signs on Kolb Road. All five attendees thought the new signs would be helpful for traffic to the property. Everybody was in favor of the increase of sign area.

Thank you,

**Mike Addis
Addisigns, Inc.**

Book-Map-Parcel: 134-26-001B

[Oblique Image](#)

Tax Year: 2018

Tax Area: 0150

Property Address:

Street No 710 Street Direction S KOLB RD

Street Name

Tucson

Location

Taxpayer Information:

FOUNTAIN OF LIFE EVANGELICAL LUTHERAN
CHURCH
710 S KOLB RD
TUCSON AZ

Property Description:

PTN W795 43' E870.43' NE4 SE4 LYG S & ADJ TO
GLEN HEATHER EST 8 85 AC SEC 18-14-15

85710- 4941

Valuation Data:

Valuation Year	Legal Class	Assessment Ratio	Land FCV	Imp FCV	Total FCV	Limited Value	Limited Assessed
2017	COMMERCIAL (1)	18.0	\$752,250	\$4,037,977	\$4,790,227	\$4,790,227	\$862,241
2018	COMMERCIAL (1)	18.0	\$752,250	\$3,891,077	\$4,643,327	\$4,643,327	\$835,799

Property Information:

Section: 18
Town: 14 0
Range: 15 0E
Map & Plat: /
Block:
Tract:
Rule B District: 1
Land Measure: 8.85A
Group Code:
Census Tract: 3302
[Use Code:](#) 1040 (MISC COMMERCIAL)
File Id: 1
Date of Last Change: 12/22/2014

Commercial Characteristics:

Property Appraiser: Donald Burton Phone: 520-724-7426

Commercial Summary

Interface	Total Sq Ft	Cost Value	CCS Override	Market Override
Y	51,447	\$3,891,077	\$0	\$0

Commercial Detail

SEQ-SECT	Construct Year	Model/Grd	IPR	Sq Ft	RCN	RCNLD	Model Description
001-001	1985	903/3	0000000	13,244	\$1,390,264	\$905,062	CHURCH
002-001	1985	903/3	0000000	7,202	\$785,893	\$511,616	CHURCH
003-001	1995	903/3	0000000	7,678	\$830,706	\$656,673	CHURCH
004-001	1998	903/3	0000000	4,741	\$534,113	\$437,118	CHURCH
005-001	1965	903/3	0000000	9,952	\$1,176,404	\$459,503	CHURCH
006-001	1999	903/3	0000000	4,679	\$526,651	\$435,909	CHURCH
007-001	1978	903/3	0000000	3,951	\$459,049	\$239,073	CHURCH
008-001	2000	290/3	0000000	0	\$414,349	\$246,123	PARKING LOT

Valuation Area:

Condo Market: 80
DOR Market: 8
MFR Neighborhood: EAST_SOUTHEAST
SFR Neighborhood: 20330201
SFR District: 15

Supervisor District:

(2) RAMON VALADEZ

Recording Information:

Sequence No.	Docket	Page	Date Recorded	Type
0	6372	1086	9/25/1980	
0	4594	686	9/10/1973	

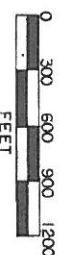
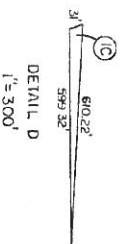
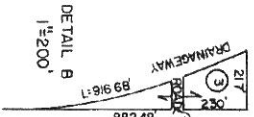
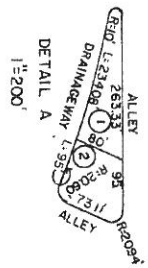
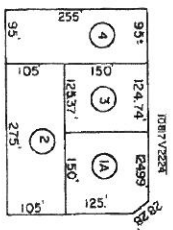
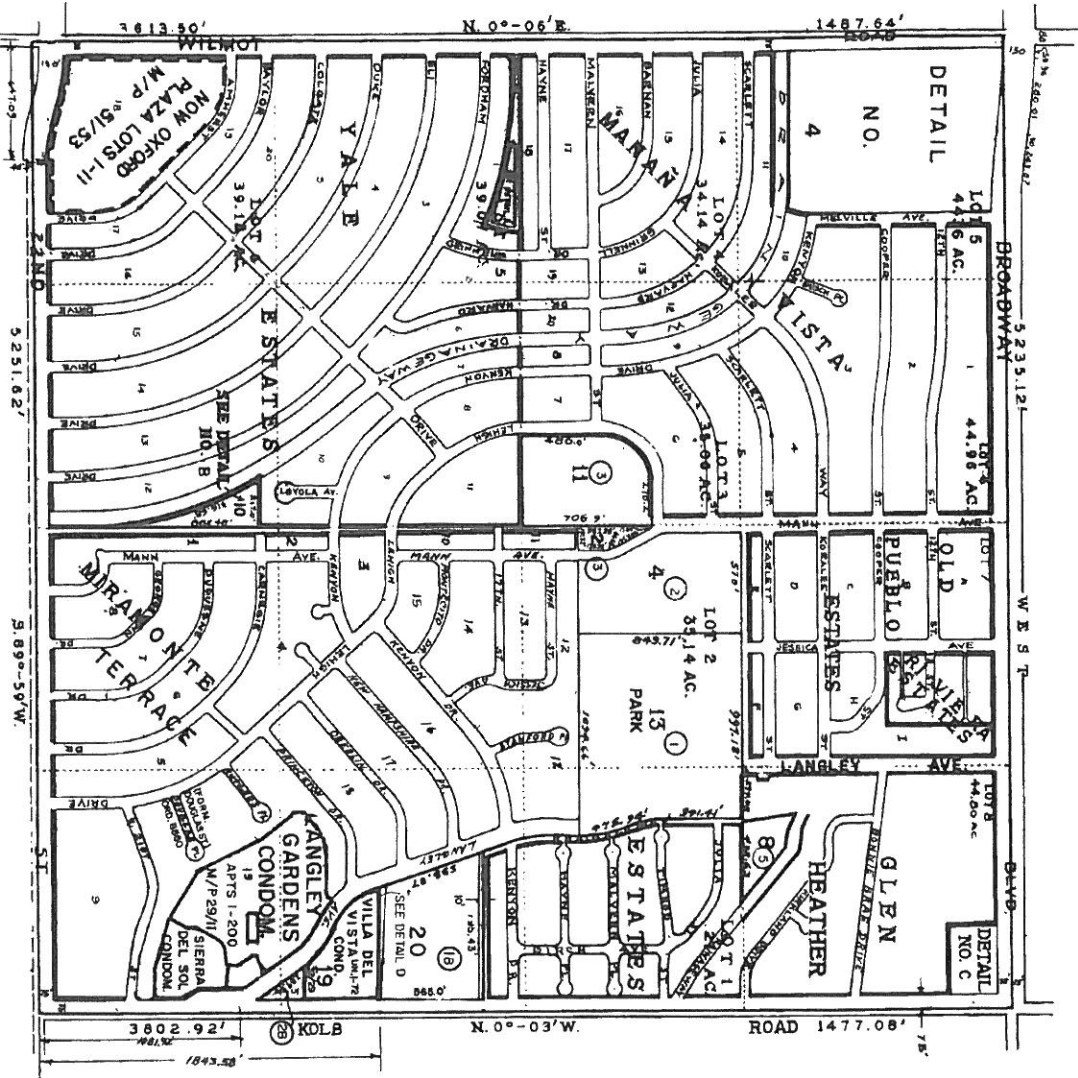
Parcel Note: Click to see/expand 2 note(s)

ASSESSOR'S RECORD MAP

SECTION 18, TOWNSHIP 14 SOUTH, RANGE 15 EAST

134-21
134-22
134-23
134-24
134-25
134-26

C.O.T.
PROJECT
AREA



1999-2
SEE BOOK 11 PAGE 19 R.S.
SEE BOOK 13 PAGE 55 R.S.
SEE BOOK 13 PAGE 76 R.S.



CITY OF TUCSON DEVELOPMENT SERVICES DEPARTMENT

Sign Code Advisory & Appeals Board
201 N. Stone Avenue, Tucson, Arizona
September 11, 2002, 2:00 p.m.
Basement Conference Room "C"

Notice of Decision

Case No. S-02-19
710 S. Kolb Rd.
Fountain of Life Lutheran Church

Public Hearing:

Board Members Present:

Board Members Absent:

Staff Present:

Owner:

Applicant:

Speakers:

September 11, 2002

Stephen Bohn, John Roberts, Frank Mascia,
Raymond Turner, Leigh Robinson, Sharon Emley
Peter Aronsson

Frank Cassidy, Charles Stephenson, Betsy Cottle
710 S. Kolb Road

Fountain of Life Lutheran Church
John Neubauer, church member

The applicant is appealing to the Sign Code Advisory and Appeals Board the Building Official's determination that the existing thirty-six square foot wall sign located on the Family Life Center building (Bldg. "A") is a sign. If the Board finds that the Building Official did not err in this determination, the applicant is requesting that a sign area variance be granted.

The requested variance would allow the applicant to exceed their allowable sign area (by approx. 26 sq.ft.). The variance being requested would allow the site a total of seventy-six square feet of sign area, and allow the existing thirty-six square foot wall sign to remain.

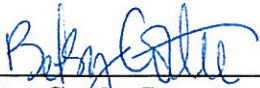
Frank Mascia made a motion, seconded by John Roberts, to deny the appeal and grant the variance as requested. Appeal denied and variance granted. Motion passed 6-0.

DECISION: APPEAL DENIED AND VARIANCE GRANTED: The Board upheld the Building Official's determination that the existing thirty-six square foot wall sign located on the Family Life Center building (Bldg. "A") is a sign, based upon Tucson Sign Code Section 3-15(EE).

The Board approved the requested variance based on the size of the property and the setback of the buildings from the street. The variance will not result in a special privilege to one property and the circumstances are such that the variance would be appropriate for any property owner facing similar circumstances.

IMPORTANT NOTICES: (1) IN CASES GRANTED THAT REQUIRE A SIGN PERMIT, PERMIT MUST BE SECURED FROM THE DEVELOPMENT SERVICES DEPARTMENT (DSD) WITHIN 180 DAYS FROM THE DATE OF THIS MEETING. THE DSD DIRECTOR MAY GRANT AN ADDITIONAL 180 DAYS EXTENSION FOR GOOD CAUSE. (2) THE DECISION OF THE BOARD MAY BE APPEALED TO THE MAYOR AND COUNCIL BY FILING AN APPEAL WITH THE CITY CLERK WITHIN 15 DAYS AFTER THE DECISION OF THE BOARD, OR BY FILING A COMPLAINT FOR SPECIAL ACTION IN THE SUPERIOR COURT WITHIN 30 DAYS AFTER THE DECISION OF THE BOARD.

(A TAPE CASSETTE RECORDING OF THIS MEETING IS AVAILABLE UPON REQUEST AT THE CITY CLERK'S OFFICE.)



Betsy Cottle, Secretary
Development Services Department

VARIANCE SUBMITTAL REQUIREMENTS - FOR STA USE ON FILING DAY

Date Filed: 5/19/17

Case Number: C10-17 - 14

Reviewed by: H. Threl

BA public hearing date: June 23, 2017

Project Name: Fountain of Life Lutheran Church

Project Address: 710 S. Kolb Rd. Zone: R-1

- ☒ BOARD OF ADJUSTMENT APPLICATION FORM
(Signed by the Property Owner or Authorized Agent - include letter of authorization)
- ☒ BOARD OF ADJUSTMENT FINDINGS ATTACHMENT
(All Findings "1" through "7" must be answered in full)
- ☒ APPLICANT'S VARIANCE LIST TO THE BOARD
(Numbered list indicating UDC regulation - What this regulation requires - What is actually provided)
- ☒ PROJECT DESCRIPTION
(Narrative description of project by the applicant)
- ☐ RELATED UDC PROCESS DECISION OR RECOMMENDATION LETTERS
(ParkWise TEAM, Historic Plans Review Subcommittee, Special Exception, SCZ, Rezoning, etc.)
- ☒ FINAL UDC (zoning) COMPLIANCE REVIEW COMMENTS
(Final UDC compliance review comments made on Permit card, CDRC Comments or by Memo)
- ☒ PROOF OF APPLICANT'S MAIL NOTICE AND MEETING
(Proof of mailing - Copy of letter to neighbors - Summary of onsite meeting with sign-in sheet)
- ☐ 15 FOLDED COPIES OF PROJECT SITE PLAN*
(Detailed plan that was submitted to PSDS for final UDC compliance review comments)
- ☐ 15 FOLDED COPIES OF PROJECT BUILDING ELEVATION AND/OR FLOOR PLANS
(If applicable to the project's variance request - Ask Zoning Admin staff at PSDS if unsure)
- ☐ 15 FOLDED COPIES OF PROJECT LANDSCAPE PLAN
(If applicable to the project's variance request - Ask Zoning Admin staff at PSDS if unsure)
- ☐ IF FULL SIZE PLANS ARE PROVIDED ALSO INCLUDE ONE (1) EACH AT 11" x 17"
- ☒ PIMA COUNTY ASSESSOR'S PROPERTY PRINTOUT(S)
- ☒ PIMA COUNTY ASSESSOR'S LOT AND BLOCK MAP
- ☒ OTHER: S-02-11 NDD. SCAAB
- ☒ BOARD OF ADJUSTMENT FILING FEES

Applications to the B/A that include LANDSCAPE, SCREEN or SCENIC ROUTE variances or APPEALS must also submit an application for DRB review. Include the following:

DRB SUBMITTAL ITEMS (DRB- _____ for: _____).
Case Number Meeting Date

- ☐ DRB FILING FEES
- ☐ DRB APPLICATION FORM
- ☐ FINAL UDC COMPLIANCE REVIEW COMMENTS
- ☐ APPLICANT'S VARIANCE/DDO LIST TO THE DRB
- ☐ PROJECT INFORMATION ATTACHMENT
- ☐ 8 SETS OF PROPERTY PHOTOS
- ☐ 8 SETS OF PROJECT SITE AND/OR BUILDING ELEVATION PLANS
- ☐ 8 SETS OF PROJECT LANDSCAPE PLANS
- ☐ IF FULL SIZE PLANS ARE PROVIDED ALSO INCLUDE ONE (1) EACH AT 11" X 17"
- ☐ PIMA COUNTY ASSESSOR'S PROPERTY PRINTOUT(S)
- ☐ PIMA COUNTY ASSESSOR'S LOT AND BLOCK MAP
- ☐ OTHER: _____

SUBMITTAL COMMENTS BY STAFF: _____